



**TOWN OF LINCOLN, NH**  
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**Town of Lincoln Subdivision Checklist**

This checklist is intended to assist the applicant in the planning process of preparing a subdivision application for Planning Board action. The type of project proposed, will determine the types of information required, to review a subdivision. It is strongly recommended that applicants meet with town staff and conduct a conceptual review with the planning board prior to completing an application. This completed checklist must be included in the subdivision application for it to be considered complete for submittal. **All applicants remain responsible for complying with the Town of Lincoln Subdivision Regulations. This checklist is not a substitute or replacement for those Regulations.**

Owner's Name: \_\_\_\_\_

File # : \_\_\_\_\_

Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Tax Map & Lot #'s: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Pre-Application Conference: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please indicate type of application:**

\_\_\_\_\_ Preliminary Layout Review for Major Subdivision

\_\_\_\_\_ Completed Application for Minor Subdivision

\_\_\_\_\_ Completed Final Plat Application for Major Subdivision

\_\_\_\_\_ Lot Line Adjustment or Boundary Agreement

Date application filed: \_\_\_\_\_

Date of Planning Board meeting at least 15 days after filing date: \_\_\_\_\_

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REQUIRED/PROVIDED  
Yes / No

- A. Names and Addresses of Abutters \_\_\_\_/\_\_\_\_    \_\_\_\_
- B. Application and notice fees in a check payable to the **Town Of Lincoln** \_\_\_\_/\_\_\_\_    \_\_\_\_
- C. \_\_\_\_# copies of Preliminary Layout or Final Plat, as required for particular application (use attached lists to review maps for completeness). \_\_\_\_/\_\_\_\_    \_\_\_\_

**TOWN PLANNER AND PLANNING BOARD USE ONLY**

YES / NO

- A. Submission is complete and 10-day notice sent to abutters, applicant and public on \_\_\_\_\_. \_\_\_\_/\_\_\_\_
- B. Submission is incomplete and applicant has been notified on \_\_\_\_\_. \_\_\_\_/\_\_\_\_
- C. Board meets to accept application on \_\_\_\_\_. \_\_\_\_/\_\_\_\_
- D. Public Hearing (with 10-day notice to abutters, applicant and public) scheduled for \_\_\_\_\_. \_\_\_\_/\_\_\_\_
- E. Hearing waived for Preliminary Layout Review. \_\_\_\_/\_\_\_\_
- F. Final Approval with and conditions, bond, or land dedications, given by Board on \_\_\_\_\_. \_\_\_\_/\_\_\_\_
- G. Written notice sent to applicant, if disapproved. \_\_\_\_/\_\_\_\_

**SUBMISSION REQUIREMENTS**

Preliminary Layout – for optional early review of a major subdivision.

REQUIRED / PROVIDED  
Yes / No

- 1. Site Survey Map: 4 copies of maps at a scale not smaller than 1 inch to 100 feet which should have the following information: \_\_\_\_/\_\_\_\_    \_\_\_\_
  - A. Name of Subdivision \_\_\_\_/\_\_\_\_    \_\_\_\_
  - B. Name and Address of Owner, Subdivider, \_\_\_\_/\_\_\_\_    \_\_\_\_

Surveyor and Engineer. \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

C. Date, north arrow and scale \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

D. Names and Addresses of Abutters \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

E. Important natural features (from natural resource inventory)

\_\_\_\_\_ Wetlands as defined by (HIS map, hydric soils, wetlands overlay zone, etc.) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ Building and setback lines to include setbacks from wetlands. \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ Land to be dedicated for public use. \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

F. Percentage of site in fields and in woods \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

G. Property lines, existing buildings, historic sites and structures \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

H. Existing streets with names or route designations \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

I. Size of site (in acres) with number of acres in Village Residential District and in General Use District \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

J. Topographic contours and watercourses, both seasonal and year-round \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

K. Wells/municipal water sources within 150 yards of site \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

L. Soils \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

M. Town Consulting Engineering Reimbursement Fee \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

N. Tax Map Changes Fee \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

2. Site Location Map drawn at a larger scale and shown on the Site Survey or proposed Subdivision Map with:

A. Tax map page and parcel numbers \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

B. Zoning classification, minimum lot size(s) and frontage(s) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

C. Size of site (in acres) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

D. Existing streets with names and route designations \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

3. Additional Subdivision Information, either shown on plan or provided separately:

A. Buildings to remain \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

B. Deed Restrictions \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

C. Preliminary drainage plan \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

D. Easements \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

E. Future subdivision proposals (on same site) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

F. Lot Lines \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

G. Soils and groundwater test pits \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

H. Proposed open space \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

I. Percolation test locations and data \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

J. Approvals and comment (Federal, State and Local)

K. Preliminary road-cross sections and preliminary road profiles \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

L. Setback lines \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

M. Proposed streets/roads with: Locations, Names and Right-of-way widths \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

N. Water mains and other utilities (preliminary) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

O. EIS and/or Environment Assessment to be required \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

P. Overlays or special investigative studies to be required \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

**APPLICANTS SHOULD REVIEW SECTION 5.02a OF THE SUBDIVISION REGULATIONS FOR OFFICIAL LISTING OF MAP REQUIREMENTS.**

**FINAL PLAT: REQUIRED FOR MINOR AND MAJOR SUBDIVISIONS:**

- 4. 3 Paper copies and one mylar, no smaller than 24" X 36" \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- A. *All* information described in Preliminary Layout except that the drainage, road plans and profiles, water and other utilities shall be final \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- B. Name and addresses of all individual owners and/or corporations of lands involved \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- C. Names and addresses of all abutters \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- D. Existing buildings, streets, rights of way, streams and Easements \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- E. Natural features in the vicinity of the affected land \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- F. Name, address and seal of surveyor or engineer \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- G. A small locational map indicating parcels in relation to major streets and intersections, the tax sheet and parcel numbers and the zoning districts \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- H. Bearings and distances of entire property and lot lines, based on an on-the-ground survey, plus topography in 5-foot intervals \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- I. Lot areas and dimensions in square feet or acres \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- J. Lots numbered in accordance with Town tax map policy \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- K. Statement of responsibility and liability for streets/roads and their maintenance (see 5.02(b)(4)) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- L. Estimate of costs of required improvements and statement concerning bond or other security (see 5.02(b)(4)) \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- M. WSPCC Subdivision Approval \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- N. State driveway permit, if any \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_
- O. Legal documents for homeowners' association or other arrangements for property and utility management \_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

- P. Subdivision regulation compliance statement  
(see 5.02(b)(2)) \_\_\_\_/\_\_\_\_ \_\_\_\_\_
  
- Q. Space for board endorsement \_\_\_\_/\_\_\_\_ \_\_\_\_\_
  
- R. Other information specifically required by Board, including EIS, overlays,  
etc.: \_\_\_\_\_

**APPLICANTS SHOULD REVIEW SECTION 5.02b OF THE SUBDIVISION REGULATIONS FOR OFFICIAL LISTING OF MAP AND DOCUMENT REQUIREMENTS.**

**APPLICANT SHOULD REVIEW “SUGGESTED GUIDELINES FOR LOT LINE ADJUSTMENTS” FOR COMPLETE DESCRIPTION OF PROCEDURES, FEES, AND REQUIREMENTS.**